

# **Homework Assignments Due on Orientation**

## **Homework Assignment 1-1**

In a memorandum to the lead instructor, prepare a memo containing the following:

- a) Discuss the importance of being an EMS officer and the responsibilities as such.
- b) Summarize why you want to become an EMS officer and the importance of setting a good example for others to emulate.
- c) Discuss what knowledge, skills, and abilities you need to develop professionally as a future EMS officer.

This memorandum shall be no less than one page in length and not more than two pages and completed without spelling errors.

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## Homework Assignment 1-2

Prepare an organizational chart for your organization defining chain of command.

From the top of the chart down, define what the operational and administrative responsibilities are for each position. (Responsibilities may include but not be limited to the following suggested list).

- Response areas, districts and assignments of needed resources to mitigate emergencies.
- Safety & Health
- Departmental Budget & Finance
- Human resources management in regard to current trends, technologies, cultural diversity, agreements between management and staff, socioeconomic and political factors.
- Training, Compliance, and Recordkeeping and Management
- Emergency scene incident action plans